

Minutes of the Criminal Justice Information Sharing Board Meeting
Wednesday, March 21, 2007, 4:00 pm CDT
Information Technology Department, Room 103
Bismarck, North Dakota 58502

Call to Order: The meeting was called to order by Lisa Feldner.

Board Members present: Lisa Feldner - Information Technology Department; Tom Trenbeath– Office of Attorney General; Chief Justice Gerald VandeWalle

Others present: Pam Schafer – CJIS Director; Nancy Walz – Information Technology Department; Jerry Kemmet – Chair, CJIS Executive Committee (BCI); Sue Davenport - Information Technology Department

Members Absent: None

Agenda

Topic: Approve February 22, 2007, Meeting Minutes

Discussion:

Decisions / Next Steps:

Motion to approve February 22, 2007, Meeting Minutes by Justice Gerald VandeWalle; Second by Tom Trenbeath; Unanimous Approval.

Topic: Board Position on CJIS FTEs

Discussion Summary:

This issue is causing credibility issues with the legislature and needs to be resolved by the Board. The CJIS Executive Committee put together a document defining issues when Mark Hawks left CJIS as director that was sent to the CJIS Board in an email defining issues. This was not addressed at that time and has become an issue for Pam as Director.

Status of the current budgets:

- The CJIS budget was submitted as approved by the Board with the funding in the CJIS line item in ITD's budget and 2 FTEs in ITD's budget and 2 FTE's in the AG's budget. OMB added 2 FTE's to ITD/CJIS but also left the 2 FTEs in the AG's budget. The Senate added general funds for the 2 FTE's in the AG's budget at their request. The House left the 4 FTE and CJIS general funds in ITD's budget.
- There was discussion on various options: trying to keep 6 positions and funding; keeping 1 or 2 unfunded positions; moving 1 position to ITD and leaving 1 at AG; leaving the budget and FTEs as originally submitted (status quo).

Reasons for leaving 2 positions at AG – primarily voiced by Tom Trenbeath and Jerry Kemmet:

- This is primarily a management issue that needs to be solved by the Board. Like other multi-agency projects, a memorandum of understanding (MOU) could clarify the issues. Details need to be addressed.
- Background checks can only be done by BCI employees.
- Law enforcement agencies have more confidence in working with another law enforcement agency.

Supervisory issues – primarily voiced by Pam Schafer

- Location issue – Pam is split from the people she supervises and has been told she can't be physically located on the same floor as the AG IT staff.
- Hiring of the architect position – Cher Thomas is the hiring authority. Pam feels that as the position supervisor she should be more accountable for the hiring process.

Reasons for moving the positions together under ITD – voiced primarily by Gerald VandeWalle and Lisa Feldner

- Multiple supervisors is not a good management practice
- Creates a single CJIS entity - Board does not want to be point of resolution for all personnel issues.
- Budget and positions are in the same agency
- Will have same issues in working out an MOU.

Decisions / Next Steps

- The Board will recommend that the FTEs and budget be approved as originally requested and as is currently in place. The CJIS budget will remain in a special line in ITD's budget along with 2 FTE and CJIS will contract with BCI for the 2 FTE in BCI's budget.
- Tom and Lisa will sit with Randy Christmann tomorrow regarding the FTE's and budget and also inform Al Carlson of the decision. Chief Justice will email them letting him know about the CJIS Board discussion. The Chief stated the CJIS Board needs to convey to the legislators that if the resolution does not work this biennium, that the FTE issue will need to be corrected in the next session. Lisa agreed.
- Work will begin on resolving the space and management issues through written agreements.

Topic: Process for Pam's evaluation

Discussion:

Nancy explained that ITD's evaluations are held in April and suggested that it be delayed until May to allow the Board more time for input into the process.

Decisions / Next Steps:

The Board and Pam agreed to a May timeframe.

The rest of the agenda items will be deferred to next week

Meeting was adjourned at 6:10 p.m.